Board of County Commissioners
Leon County, Florida

Policy No. 04-

Title:	Policy for Purchases of Food, Beverages, and Supplies
Date Adopted:	October 26, 2004
Effective Date:	October 27, 2004
Reference:	N/A
Policy Superseded:	N/A

It shall be the policy of the Leon County Board of County Commissioners, as regards to the appropriate use of County funds, to purchase food, beverages and supplies as determined by the guidelines that follow. This policy covers purchases made by any means, including p-card, purchase order, or with personal funds for subsequent reimbursement:

1. The Purchases of Food, Beverages, and Supplies policy is established that the purchase of certain food, beverage and supplies is hereby authorized, as follows:
    a. The determination of whether an expense is appropriate should be based upon whether or not the expense fulfills an appropriate public purpose;
    b. Purchase for citizen volunteers serving on committees, snacks or a meal in conjunction with a meeting;
    c. Purchase for non-employee meetings held to educate, gather information, or encourage support for the Board of County Commissioners' activities;
    d. Generally, refreshments are not appropriate for routine meetings, such as supervisor, department or division meetings.

    Individuals should contact their supervisor if clarification is required.

2. The following are specific examples in which this policy applies:
    a. Senior managers may take customers, dignitaries, and "out of town official visitors" to a meal to explore business-related issues, customer service issues, etc. with prior approval of their supervisor. Such activities should be the exception and not the rule.
    b. Employees making out of town site visits to other governmental offices may take their hosts to a meal.
    c. Refreshments may be purchased for team recognition events celebrating completion of a team's project.

d. Refreshments may be purchased for selected special events if approval is granted by the County Administrator, or designee, in advance.
e. Employees called in to work on evenings, weekends, and holidays, when not regularly scheduled, may be provided with food and/or refreshments.
f. Reimbursement of employees for attending special events where the employee is representing the County in an official capacity, such as the United Way kickoff luncheon, Legislative reception, Chamber of Commerce, etc.
g. Off-site meetings when working through a meal, such as work sessions at the Florida Association of Counties.
h. A meal may be provided for service awards and other office-wide recognition events. Recognition events should be held during work hours and the amount of the purchases should be limited to those budgeted for the event.
i. Awards for employee recognitions may be purchased in accordance with the established Leon County Awards Program.
j. Refreshments for training events, new employee orientation, and large agency information sessions.
k. The purchase of meals for Commissioners and staff required to attend Commission Workshops and meetings.

3. Certain categories of purchases are generally prohibited, although exceptions may be made by the County Administrator or designee. Refreshments should not be purchased for:

   a. Supervisor meetings, division meetings, and departmental meetings;
   b. Birthday celebrations; and
   c. Individuals working through lunch, whether planned in advance or not.

4. Funding of events is allowable when it is part of a comprehensive program, such as a Library program or a facility dedication. Pre-approval for these types of activities is required by the County Administrator or designee.

5. Requests for exceptions should be made to the County Administrator or designee in advance of the event. Requests should provide full details as to the cost, attendance, and public purpose of the expenditure.

6. Employee solicitation of monies, food or gifts from vendors for workplace events is prohibited.